

The Creativity Workshop: Rules, Guidelines, & Expectations

Each class is broken into two parts:

- 1.) Mini-lesson – Most sessions begin with a 10-15 minute lesson or writing exercise. These exercises can be inceptions to pieces that will eventually become “final” products. Mini-lessons are about writing techniques, professional writers, and various styles & genres of creativity.
- 2.) Workshop time—The heart of the class is the open workshop. During these sessions, students may write in their notebooks, self-edit, peer-edit, free write or brainstorm ideas for new pieces. They may create mind maps, read samples of writing, or collaborate with a classmate. There is a multitude of ways to utilize workshop time but the goal is clear: *advance your work!*

* The workshop emphasis is on poetry, memoir, and mind-maps. However, enterprising students are encouraged to pursue their own writing goals. Likewise, artistic pursuits may go beyond the workshop as long as writing is involved. Please discuss ideas with the teacher. Get approval first.

**Students may not submit work that is written for another class. This workshop is about creating work that is meaningful and personal.

Guidelines for Submission

1. A major emphasis of this class is on the writing process. No piece of writing should go from first draft to submission. An important goal for each piece is to send it through the process. Do NOT write a piece Monday night and submit it Tuesday morning! Writing needs time to breathe, to develop, to mature. Show it to people, re-read it and edit it yourself. Print it up and write on it in red ink!

Each piece submitted to the teacher should have evidence of the drafting process stapled behind it. It could be an edit done by a classmate, a family member or another teacher. It could be a self-edit. It could be a photocopy of the inception from your journal or notebook. Attach anything to the piece that documents the process it has been through.

You must also write an addendum for each piece. This could be a sentence or two that explains what you are going for with the piece and what you hope the reader gets out of it. It may also include any background information that will be pertinent to the editor. The addendum may be handwritten under the poem or typed and stapled to it. Addendums can be as lengthy or as brief as you want.

Example addendum: “This is a piece I wrote after having a fight with my mother. We were arguing over my right to drive—which she is keeping me from! I was trying to capture some of the dialogue we said to each other. Even though we were really mad, I ended the poem with us splitting a piece of cheesecake because she had just made a delicious dessert and we made up while eating.”

In the upper right corner of each piece, please note which level in the process it is:

- a) Inceptions (the very beginning ideas)
- b) Self-edit
- c) Peer edit by _____

Evaluating Writing: Pieces of writing are not graded! Your submissions will be edited by the teacher then they will receive one of the following evaluations:

- a) Teacher-Edit – This means the submission must be revised by the student. Take into account the teacher’s edits and comments for revision; then make a new draft. Staple your new draft on top of all old drafts – so you show the entire process.
- b) Final – Once a piece is marked as final, it doesn’t have to be re-submitted to the teacher.

2. Students may make no more than one submission in the same day. The spirit of the class is that each piece will go through THE PROCESS. Last-minute rushes are not appreciated.

3. ONLY typed work may be submitted. Early drafts may certainly be handwritten. Essays, memoirs, newspaper articles, and other lengthier prose works must be double-spaced. Poetry submission should be typed, unless artistic considerations demand the piece be handwritten.

4. Pieces vary in length –that is the nature of writing. Do not consider length—consider your art and what you want to convey with each piece.

Goals of the Class

- 1) Students will generate their own original topics.
- 2) Students will determine the genres of their own pieces—yet, attempt many styles.
- 3) Students will take pieces through a process: from inception to final draft.
- 4) Students will share writing and attempt publication.
- 5) Students will utilize workshop time to begin work, advance pieces, abandon pieces, contemplate topics, and confer about writing.
- 6) Students will complete portfolios of their polished and edited original writing.

Mandatory Materials: Check Date is Monday, September 15

- 1) Spiral notebook-for journal exercise/notes/drafts/sketches/etc.
- 2) Thin-tipped magic markers. You must get your own set!
- 3) Double-sided folder (one side for handouts, one side for your writing.)
- 4) Any art supplies (optional).

Plagiarism Policy

This class teaches the importance of CREATING your own work. Submitting material that has been written by another person – student or professional – is absolutely unacceptable. The penalty for plagiarism could be an F for the portfolio.

Unacceptable submissions:

- 1) Writing created by a professional or amateur that isn't you.
- 2) Writing you created previous to the first day of this class.
- 3) Writing created for another class.

If you have any questions about a piece – if you think it even borders on breaking one of these rules – please discuss this piece with me before submitting it.

There are acceptable methods to integrating professional writing and/or older pieces you have written into this class. The key is to talk to the teacher about your ideas. DO NOT print up a poem written by someone else, stick your name on it, and throw it on the pile hoping I won't notice. Come and talk to me!

Basic Rules of the Class

- 1) Always have an open notebook, pens, pencils, and magic markers on your desk.
- 2) No erasing, crossing out, or throwing away writing. Save everything. Today's bad writing could turn into something decent in two weeks.
- 3) Date and label everything. Label your journal entries, drafts, exercises, and even your doodles.
- 4) Use your workshop time effectively and appropriately.

Final Grade: Your Portfolio

The portfolio is a showcase of your accomplishments and reflections. It is very important that you save all your work on a computer, and make back-up copies. Save all of your hard copies in your writing folder, as a last resort. The portfolio must be material with no red ink or editing—it should be a polished, pristine book. Keep this in mind—and save all your work! The portfolio is an enormous portion of your MP1 grade. You must hand in a portfolio. If your computer crashes, you lose all your writing, and you are hospitalized—you are STILL expected to complete the portfolio.

Technology

- a) Cell phones – Forbidden from ringing in class. Avoid texting and emailing, but you may use them to advance your work in class.
- b) iPod- You are encouraged to listen to music if it helps with your creative process. But, you must keep the volume at a level where others cannot hear it.
- c) iPads and Laptops – Bring them and use them!

Exams and Your Grade

- There is one open-notes test. Be prepared by taking good notes and staying organized.
- The classwork grade is determined by how much writing you accomplish during the submission period.

Your grade for the MP1 Creativity Workshop = (Test average + Classwork grade + Class Participation)

Class Participation

<u>Positive</u>	<u>Negative</u>
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Notebook always out, always writing, always prepared for class.	No notebook. No magic markers. Doing work for other classes.
Cell phone is not a distraction.	Cell phone rings, buzzes, or vibrates. You play games, text-message, or are distracted by your phone.
No tardies, no absences, no illegal absences.	Frequently tardy, absent, or illegally absent.
Sign off as an editor for other students.	You fail to collaborate with others.

E-mail

Submission may not be sent by e-mail or any other electronic means. Hard copy writing must be submitted in class. You are definitely welcome to contact me or ask questions via email: khkrieger@gmail.com.

One-on-One Conferencing

You are encouraged to sign up for 1-on-1 time with the teacher for any reason you desire. However, it is not mandatory. Sign up on the sheet in room 416.

The Creativity Workshop Process

- 1) First Energy – Freewriting, inceptions, lists.
- 2) First Draft – Turn the first energy into something.
- 3) First Editing – Polish up the first draft by yourself.
- 4) Second Editing, Third Editing – done by others
- 5) Final product – Produce a “final” piece.